STATE OF WEST VIRGINIA, COUNTY OF UPSHUR, CITY OF BUCKHANNON, TO WIT:

A regular meeting of the Buckhannon Colonial Arts Center Board was held on September 1, 2026 at 5:00 p.m. at City Hall in Council Chambers with the following in attendance:

Board Member, Chair	Erika Kolenich	Present
Board Member	Randall Sanders	Present
Board Member	John Waltz	Present
Board Member	Tabitha Perry	Present
Board Member	BJ Hoffman	Present
Assistant Recorder & Director of Finance	Amberle Jenkins	Present
CAC Employee	Bryce O'Loughlin	Present
Art Gallery Manager	Robert Howsare	Present

City of Buckhannon Colonial Arts Center Board Meeting Agenda
5:00 PM Tuesday, September 1, 2026
Council Chambers | 70 East Main Street

1. Call to Order
2. Moment of Silent Reflection
3. Pledge of Allegiance
4. Approval of Previous Meeting Minutes: 06/02/26, 06/09/26
5. Public Comment – Motion to Open & Close Requested
6. Recognition of Guests
7. Director of Finance & Administration, Amberle Jenkins
   a. Financial Report
   b. Building Updates
      i. Moisture/Water Issues
8. Business Discussions
   a. Alcohol License
   b. Insurance/Booking Policies
   c. Web Page for Rental Information-Shows, Seating Charts, Capacity
   d. Proposal from Mirage Sound
      i. Install Lobby/Basement Speakers
      ii. Install Balcony Theatre Sound System
9. Report of Events, Programs, Correspondence, and Information
10. Board Members' Remarks and Announcements
11. Declaration of Adjournment

1. **Call to Order:** At 5:00 p.m. Chair Kolenich called the September 1, 2026 Colonial Arts Center Board meeting to order.

2. **Moment of Silent Reflection:** Chair Kolenich invited those in attendance join in a moment of silent reflection.

3. **Pledge of Allegiance:** Chair Kolenich invited those in attendance join in the Pledge of Allegiance.

4. Approval of the Meeting Minutes 06/02/26 and 06/09/26.

Motion Sanders/Waltz to approve the minutes of the meeting held June 2nd and 9th, 2026. Motion carried.

5. Public Comment- Motion to Open & Close Requested: None Present.

6. Recognition of Guests:

CAC Chair-Kolenich recognized Professor Howsare who reported on the following upcoming events in the gallery.

- The Vital Actants exhibit: The CAC Gallery will host an artist talk and reception this Friday, September 25, from 5-7 p.m. for Vital Actants, a two-person exhibition featuring work by Alicia Thompson and Crystal Ann Brown. The event is free and open to the public. Light refreshments will be provided. Gallery hours are Fridays and Saturdays from 4-8 p.m.
- Preparing for the BOOOOckhannon Exhibition: The drop-off date and time for artwork submissions from the local community for the 3rd Annual BOOOOckhannon Exhibition will be Sunday, September 27, from noon to 3 p.m. at the CAC Gallery.
- The 3rd Annual BOOOOckhannon Exhibition will open Friday, October 2. The gallery will host an artist reception on Friday, October 30, from 5-7 p.m. The event is free and open to the public. Gallery hours are Fridays and Saturdays from 4-8 p.m.
- Then in November, Sara Golden will have an exhibit in the gallery.

7. Financial Report – Director of Finance and Administration: Mrs. Jenkins reported the following:

a. Financial Report

Revenue and Expenditures and payment of bills and Receipts from activities.

9-01-2026 09:11 AM CITY OF BUCKHANNON PAGE: 6
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: AUGUST 31ST, 2026

001-GENERAL FUND

% OF YEAR COMPLETED: 16.67

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
OTHER FEES						
001-340-000-00 DONATIONS THEATRE	10,000	10,155.00	10,171.00	0.00	(171.00)	101.71
001-340-345-00 CAC REV,CONCESSIONS,MERCH	400	34.00	120.00	0.00	280.00	30.00
001-340-345-01 CAC REVENUE RENTALS	400	0.00	162.50	0.00	237.50	40.63
001-340-345-02 CAC REVENUE TICKETS	2,000	35.00	400.00	0.00	1,600.00	20.00
001-340-345-03 CAC CLASSROOM REV	100	620.00	650.00	0.00	(550.00)	650.00
001-340-345-04 CAC CONTRIBURTIONS FROM O	100	0.00	0.00	0.00	100.00	0.00
	13000	10844	11,503.50		1496.50	

9-01-2026 09:11 AM CITY OF BUCKHANNON PAGE: 22
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: AUGUST 31ST, 2026

001-GENERAL FUND

% OF YEAR COMPLETED: 16.67

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
ARTS & HUMANITIES						
SALARIES & BENEFITS						
001-906-101-00 CAC SALARIES	41,820	3,513.59	8,282.08	0.00	33,537.92	19.80
001-906-104-00 CAC FICA	3,264	268.79	633.59	0.00	2,630.41	19.41
001-906-105-00 CAC HEALTH INS	0	0.00	1,000.00	0.00	(1,000.00)	0.00
001-906-106-00 CAC RETIREMENT	102	217.08	524.51	0.00	(422.51)	514.23
TOTAL SALARIES & BENEFITS	45,186	3,999.46	10,440.18	0.00	34,745.82	23.10
CONTRACTUAL SERVICES						
001-906-213-00 CAC UTILITIES	8,700	709.40	1,912.77	0.00	6,787.23	21.99
001-906-216-00 THEATRE MAINTENANCE/UTILI	9,000	734.38	959.26	0.00	8,040.74	10.66
001-906-223-00 CAC PROFESSIONAL SERVICES	1,000	0.00	0.00	0.00	1,000.00	0.00
001-906-226-00 CAC INSURANCE & BONDS	5,900	43.25	1,026.43	0.00	4,873.57	17.40
TOTAL CONTRACTUAL SERVICES	24,600	1,487.03	3,898.46	0.00	20,701.54	15.85
COMMODITIES						
001-906-341-00 CAC SUPPLIES & EXPENSES	5,000	784.59	784.59	0.00	4,215.41	15.69
001-906-341-01 CAC BOOKINGS	5,300	350.00	532.50	0.00	4,767.50	10.05
001-906-341-04 CAC GALLERY MANAGEMENT	6,000	0.00	0.00	0.00	6,000.00	0.00
TOTAL COMMODITIES	16,300	1,134.59	1,317.09	0.00	14,982.91	8.08
CAPITAL OUTLAY						
001-906-450-01 THEATRE BLDG	0	0.00	0.00	0.00	0.00	0.00
001-906-459-00 THEATRE CAPITAL	40,000	0.00	276.00	0.00	39,724.00	0.69
001-906-459-01 CULTURE ARTS GRANT (ADA T	0	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL OUTLAY	40,000	0.00	276.00	0.00	39,724.00	0.69
TOTAL ARTS & HUMANITIES	126,086	6,621.08	15,931.73	0.00	110,154.27	12.64

FUND: GENERAL FUND

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
ARTS-THEATRE	MON POWER	906-213-00	CAC UTILITIES	110 122 154 542 48 E MAIN	598.83
		906-213-00	CAC UTILITIES	110 122 154 542 48 E MAIN	524.86
	B&H PHOTO & ELECTRONICS CORP	906-341-00	CAC SUPPLIES & EXPEN	PCRD-DIFFUSERS	150.66
	ENCOVA INSURANCE	906-226-00	CAC INSURANCE & BOND	WCA4021325 7.2.26-8.2.26	43.25
		906-226-00	CAC INSURANCE & BOND	WCN6007140 JUL 2026	86.50
	MOUNTAINEER GAS COMPANY	906-213-00	CAC UTILITIES	268704-483167 48 E. MAIN S	40.01
		906-213-00	CAC UTILITIES	268704-483167 48 E. MAIN S	40.01
	WESTFIELD INSURANCE	906-226-00	CAC INSURANCE & BOND	JUL-SEP 2026 PYMNT 10.25-1	896.68
	LOWES BUSINESS ACCOUNTS/SYNC	906-341-00	CAC SUPPLIES & EXPEN	PCRD-PAINT & PAINT STRIPPE	189.68
		906-216-00	THEATRE MAINTENANCE/	BLTS,WSHR,-DOOR REPR CAC	24.58
	DODSON BROS EXTERMINATING CO	906-216-00	THEATRE MAINTENANCE/	THEATRE PEST CNTRL JULY 20	102.00
		906-216-00	THEATRE MAINTENANCE/	THEATRE PEST CNTRL AUG 202	102.00
	WV PUBLIC EMPLOYEES RETIREME	906-106-00	CAC RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	118.36
		906-106-00	CAC RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	120.62
		906-106-00	CAC RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	107.97
		906-106-00	CAC RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	109.11
		906-106-00	CAC RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	68.45
	DISBURSEMENTS ACCOUNT-ALL DE	906-105-00	CAC HEALTH INS	GF ANNUAL HSA FEES	1,000.00
	INTERNAL REVENUE SERVICE	906-104-00	CAC FICA	FICA WITHHELD AND MATCHED	110.05
		906-104-00	CAC FICA	FICA WITHHELD AND MATCHED	112.09
		906-104-00	CAC FICA	FICA WITHHELD AND MATCHED	102.90

FUND: GENERAL FUND

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
		906-104-00	CAC FICA	FICA WITHHELD AND MATCHED	114.94
		906-104-00	CAC FICA	FICA WITHHELD AND MATCHED	73.51
		906-104-00	CAC FICA	MEDICARE WITHHELD & MATCHE	25.74
		906-104-00	CAC FICA	MEDICARE WITHHELD & MATCHE	26.21
		906-104-00	CAC FICA	MEDICARE WITHHELD & MATCHE	24.07
		906-104-00	CAC FICA	MEDICARE WITHHELD & MATCHE	26.88
		906-104-00	CAC FICA	MEDICARE WITHHELD & MATCHE	17.20
	AMAZON.COM	906-341-00	CAC SUPPLIES & EXPEN	PCRD-50' BRAIDED ROPE CABL	43.46
		906-341-00	CAC SUPPLIES & EXPEN	PCRD-PUTTY KNIFE DROP CLOT	22.46
		906-341-00	CAC SUPPLIES & EXPEN	PCRD-PAPER TWLS SCRAPER TO	52.85
		906-341-00	CAC SUPPLIES & EXPEN	PCRD-SANDING DISCS FOR CAC	20.23
		906-341-00	CAC SUPPLIES & EXPEN	PCRD-SANDING DISCS FOR CAC	57.75
	SANDERS & ASSOCIATES INC	906-341-00	CAC SUPPLIES & EXPEN	CLTH RCKS,RED CRPT	247.50
	NEWTECH SYSTEMS INC.	906-213-00	CAC UTILITIES	ER24 SEC ALRM MNTR 6.2026-	420.00
	FRONTIER	906-213-00	CAC UTILITIES	473-8987-052821-4 THEATRE	144.53
		906-213-00	CAC UTILITIES	473-8987-052821-4 THEATRE	144.53
	CINTAS	906-216-00	THEATRE MAINTENANCE/	THEATRE RUGS 7.6.26	30.72
		906-216-00	THEATRE MAINTENANCE/	THEATRE RUGS 7.13.26	30.72
		906-216-00	THEATRE MAINTENANCE/	TH RUGS 7.20.26	30.72
		906-216-00	THEATRE MAINTENANCE/	TH RUGS 7.27.26	30.72
		906-216-00	THEATRE MAINTENANCE/	THEATRE RUGS 8.3.26	34.90
		906-216-00	THEATRE MAINTENANCE/	THEATRE RUGS 8.10.26	34.90
	CALEB KARRIKER	906-341-01	CAC BOOKINGS	8-15-26 CAC LMN BAND	100.00
	MIRAGE SOUND COMPANY	906-216-00	THEATRE MAINTENANCE/	REPRS-WRELSS MIC SYS RACK	538.00
	STRATEGY LLC	906-459-00	THEATRE CAPITAL	CAC WEBSITE 5.2026-5.2027	276.00
	CAMREN ROZELLE	906-341-01	CAC BOOKINGS	50% TKT SALES SAGO RIVER B	182.50
	THOMAS KEATING	906-341-01	CAC BOOKINGS	8-15-26 CAC LMN BAND	200.00
	MARCELINE NOVA	906-341-01	CAC BOOKINGS	8-15-26 CAC LMN BAND	50.00
	**PAYROLL EXPENSES			7/01/2026 - 8/31/2026	8,282.08
				TOTAL:	15,931.73

CAC report Sep 1, 2026

Received Donation from St Joseph Hospital $10,000 8-28-26

Received donations LMN 8-15-26 event $145.00

Received $29.00 in concession LNM 8-15-26

Received Rental $162.50 from John Forester

Received $182.50 50% of ticket sales Sago River String Band 7-18-26

Received $86.00 concessions Sago River String Band

Received $120.00 50% of ticket sales Bluegrass Preserves 8-29-26

Received $44.00 concessions Bluegrass Preserves

Received $25.00 donations from Ethan Edmond for guitar lesson scholarship

Received $5.00 on 7-15-26 guitar lesson

Received $5.00 on 8-12-26 guitar lesson

Received $15.00 8-26-26 guitar lesson

Building:

Activity in Building:

- July 31 – Stockert Youth Center Camp Buccaneer Talent Show
- Throughout July, BCT used for Matilda rehearsals
- August 16 –Vintage Theatre for The Taming of the Shrew (We have billed them $200.00 rental)
- September 26 – Lee Mays Comedy Show
- October 15th – Set aside for WV Wesleyan performance (square dance). Paperwork needs completed. BCT's production will probably have set built by that time but WVWC will work around this.
- Sept & Oct BCT rehearsals for Murder on the Orient Express
- Oct 29-31st & Nov 1st-Murder on the Orient Express BCT production
- December BCT production of Yes, Virginia, Ther is a Santa Claus

Building work:

Update on HVAC- preliminary estimated costs are $89,000 for the metal platform that would span wall to wall to hold the unit.

$5,000 to $10,000 for engineering

Equipment cost would be separate.

We will check to see is a possible for a ground unit to duct the air up to the roof. It is unknown if that will work.

Bryce is still battling water issues.

Bluegrass Preserves 8-29-26

	Number tkts	amount
Tickets sold online	14	$ 70.00
Tickets sold at door	27	$135.00
Tickets sold at City Hall	7	$ 35.00
Comped tkts	0	
Tkts total	48	$240.00
Concessions		$ 44.00
Total Revenue		**$284.00**
Expenses		
Entertainment Cost		$120.00 50% TICKET SALES
Labor		$174.00
Concession Purchase		
Blank Tickets		
Total Expenses		**$294.00**
Revenues over (under)		($10.00)

SAGO RIVER BLUE GRASS 7/18/2026

	Number tkts	amount	ticket numbers
Tickets sold online (sparxo)	36	$ 180.00	
Ticket sold at door	37	$ 185.00	
Tickets sold at City Hall	0	$ -	
Comped tkts	0		
	0		
Tkt totals	*73*	*$ 365.00*	
Concessions		*$86.00*	
Total Revenue		**$ 451.00**	
Expenses			
Entertainment?act Cost		$ 182.50	50% TICKET SALES
Labor		$ 140.00	Bryce & Laura
Concession purchase			
Blank Tickets			
Total Expenses		**$ 322.50**	
Revenues over (under)		$ 128.50	

b. Building Updates:

Mrs. Jenkins reported on the latest information regarding the building HVAC. As mentioned in previous discussions, the unit that is needed to serve the Main Hall would be too heavy for the building roof. A structural engineer who is familiar with this type of work gave a preliminary estimate of $89,000 to build a platform on top of the building that would span the walls to distribute the weight of a new, heavier unit. Thoughts are to discuss other possible solutions for placement of the unit. There was a brief discussion about how the current unit has been working lately. Bryce tends to let the unit set at 75 degrees then turns it down to 70 degrees about 2 hours before a show and it hasn't frozen up lately. Engineer Hollen had suggested that since the duct work has been changed the unit might handle the air better.

Mrs. Jenkins also reported that there has been more water infiltration coming in from the rear of the building. It comes through the wall and up through the floor in Studio 6. It appears to be hydrostatic pressure from the very wet weather. The Street Department needs to address this or possibly a contractor might have a solution for some type of material that can be placed on the walls.

8. Business Discussions

a. Alcohol License: The members discussed the pros and cons of an annual beer license.

Board Member Sanders briefly went over his experience with licensing at the Event Center. One thing he felt was important to mention was that all product would have to be stored and inventoried at the venue. It could not be shared with the Event Center. Unused product has to be destroyed if it is outdated and not used. It would need to be kept cool. Product can only be purchased from specific vendors.

Special insurance bond has to also be paid.

Currently our insurance asks that each person that serves alcohol would need to have the TIPPS training. As a municipal government our employees cannot receive tips. Therefore, while the employee is bartending, they are paid $30.00 per hour.

Bryce feels it would be easy to make revenue off of it. We do not currently make much profit off of concessions.

There was some further discussion. The Board felt it might be worth some further investigation and discussion and to continue discussions.

b. Insurance/Booking Policies.

Mrs. Jenkins explained the challenges in acquiring insurance from single acts or local bands. They simply do not have insurance to perform an act. We have been trying to figure out a way for these events to happen. One way is for the city to host the event as a share cost event. The Stockert Youth Center does this with different classes for instructors that work at the youth center. She discussed this with the City Attorney and he seemed to think it would be acceptable, but an agreement needs to be drafted and approved by the City Attorney. Bryce was working on a draft and came up with this, but would like thoughts from the Board before submitting to the Attorney.

Colonial Arts Center
48 East Main Street
Buckhannon, WV 26201

DRAFT

www.ColonialArtsCenter.org

CAC-Produced Event - Artist Agreement

Event name:		Event Date(s):	
Event Venue(s):		Event Time(s):	
Artist Name:		Artist Phone #:	

Artist address:	

City of Buckhannon will pay the artist:	
Artist will provide:	

1. The Artist is engaged as an independent contractor and not as an employee, partner, or agent of the City of Buckhannon (CoB) or Colonial Arts Center (CAC). The Artist is responsible for their own safety and the safety of their employees, agents, and equipment, and agrees to be responsible for any injury, damage, or loss arising from the negligent or wrongful acts or omissions of the Artist or their employees, agents, or contractors. Nothing in this Agreement relieves CoB or CAC of responsibility for its own negligence or other liability imposed by law.
2. Artist to provide onsite contact information (cell phone number) for use prior to and during the event. Illegal Drug(s), Alcohol not purchased on-site, or Smoking/Vaping are NOT permitted anywhere on the CAC property.
3. Artist agrees to conduct themselves in a professional manner (according to its reputation) at all times while on this engagement. Specifically: We ask that while our staff treat your group respectfully, we also ask that you treat our staff respectfully.
4. Seating Capacity: In no event shall the seating or occupancy capacity of the facility be exceeded. Seating layout must be decided before tickets are sold or invitations are sent.
5. Equipment (Lighting and Sound): This equipment is valuable and can be easily damaged. Absolutely no one but those vetted and approved by City personnel that are familiar with this equipment is permitted to operate it. Automatic use of this equipment should not be expected and prior decisions on the use of it must be approved.
6. Fire Codes: Existing fire codes shall be adhered to and use of the building cannot perpetuate any condition deemed unsafe by the City, including but not limited to pyrotechnics or blocking exits.
7. Signage/Decorations/Adhesives: Artist shall not in any way alter the facility without the prior consent of the City. City reserves the right to place reasonable restrictions upon or prohibit the affixation by Artist of any nails, spikes, lighting, posters, signs or adhesive backed items to the facility that may damage walls, paint, fixtures.
8. Notwithstanding anything to the contrary in this agreement, in the event that any event hereunder is prevented by acts of God, force majeure, strike, fire, epidemic, accident, transportation delays, sickness to Organizer, governmental action or any other causes of like nature rendering event impossible, infeasible or unsafe, beyond the control of the parties, this agreement shall terminate and be cancelled and each party shall release the other from all claims for damages.

Signing this bonding agreement aggresses the terms set forth in this contract:

Artist signature:		Date:	
CAC representative signature:		Date:	

CAC Chair-Kolenich had some thoughts and suggested language:

- Both parties promote the event
- Make it clear that there would be no workers compensation or liability insurance coverage provided for the performer(s)
- To address there is no protection from negligence of the performer(s) that would cause any injury patrons. They must act in a responsible manner toward patrons.
- Artist responsible of licensing of any content they bring into the act.

The City Attorney would need to review the language he is comfortable with.

If she has any other thoughts, she can let us know. Bryce will continue to work on the agreement.

The Board and staff discussed getting signatures from people for agreements. After a brief discussion it was determined person could take a picture of their signature on the document and send with that method.

c. Web Page – Facility Information:

Bryce would like to place things like seating charts, capacity, room pictures on website, but the Website vendor needs permission from the Board.

Motion Sanders/Hoffman to allow this information to be added to the web page. Motion carried.

d. Proposal from Mirage Sound:

i. Install Lobby/Basement Speakers: Bryce explained that a speaker should be installed in the lobby and in the basement so that actors can hear what is happening on the stage for ques.

ii. Install Balcony Theatre Sound System: There is no sound or projector in the balcony and those are needed.

Mirage Sound is to submit a proposal for these items.

9. Report of Events, Programs, Correspondence and Information:

CAC Report

Flooding

- July 21 flooding was worst I've seen at CAC.
- I suspect that most of the flooding could have been avoided if the pooling behind the building were fixed
- Inches of water covered half the shop and the whole costume lab
- Water seemed to move room-to-room on DQ side: costume lab>dressing room>studio 6>studio 4
- It is possible that water also came up through the concrete floor via hydrostatic pressure
- Storage rooms B and C also flooded

Infiltration Points:

1. Back of building pooling
    a. Moves down the back wall/staircase into the electrical room where it slopes into the costume lab and pools
    b. Also infiltrates down the wall into the shop. Pumps in shop were able to hold the water from infiltrating further down the Moonflower side of the building
2. Studio 6
    a. Studio 6 has flooded by itself several times, twice recently
    b. There is no evidence of water moving down the walls
    c. It must be coming up through the concrete via hydrostatic pressure
    d. There is a roof drain directly above Studio 6 on the DQ-side neighbor's roof
        i. Maybe this drain empties into the ground near Studio 6
3. Storage room C
    a. Water infiltrates down the wall into storage room C below the art gallery door
    b. There is small drain channel cut into the floor
    c. The drain was overwhelmed during the July 21 flood
    d. Storage room B was thoroughly flooded

Other CAC News

- Laura-led main stage renovation and painting is complete.
- Laura also led an initiative to arrange and decorate the mezzanine
    - Created usable spaces
    - Improved mezzanine optics from lobby
- Studio 4 renovated to become a rentable multi-purpose space
    - I was inspired by nearly booking JC films to shoot a podcast scene in S4
    - I moved my office out of the room
    - Treated the room for light and sound reflections
    - Usable as a classroom/meeting room/podcast studio in addition to audio/video recording
- We have just been matched with a service worker intern from WVWC
    - This is intended to be a 4-year internship

- ~ 5 hours a week

Studio 4 Report

- BCT Theater Camp Students received a formal class in Studio 4, learned 3 point-lighting, mic technique, and more
- Brandon Zickefoose learned to run a sound board and other tech skills while volunteering at LMN and BGN
- BCT Murder on the Orient assistant directors (kids) began preproduction on a video project for the production. They will learn skills from Studio 4 and shoot the video in-studio.
- Rick Miller - probably Buckhannon's most prolific songwriter - recorded backing tracks (drums, bass, some guitar) for 13 songs over three sessions. The songs are likely to release under a few different band/artist names.
- Julian Cambridge continued to make regular appointments. Julian has vertigo and cannot use a computer for long periods of time. I helped him register songs with ascap, distribute them via CD Baby and also release them not-for-profit via The Church of Sound Netlabel. Since last report I helped him release 37 songs
- Created cover art and facilitated a TCOS release of Keith Buchanan's song about Buckhannon "It's Where We Live"

Pee-Paw

- Local artist Daniel Cain created graphics for a 3-dimensional location to be used in the upcoming Pee-Paw episode. Daniel also helped puppeteer a shoot, directed by Laura
- Final shoot of the episode was scheduled for July 24 - cancelled due to flood
- Studio 4 has been under renovation since

Board Member Sanders asked that a calendar of events and announcements be sent to him each week.

10. Board Members Remarks and Announcements.

Board member Sanders brought up giving Bryce O'Loughlin a title. He listed several thoughts.

Motion Waltz/Sanders to title the position of Bryce O'Loughlin as the Director of Arts & Programming.

Board member Hoffman would like to see the sound and projector in the balcony soon. Board Member Sanders asked if it would be agreeable to purchase the sound equipment for the balcony when the quote comes in.

Motion Hoffman/Waltz to authorize purchase of sound equipment for balcony. Motion carried.

Board Member Hoffman would also like to see the BU Band in the space more often. It's important for them to be on the stage. The music and arts are essential for a community.

Board Member Perry suggested the Bryce contact the CVB director- Candance Ringer to collaborate on any promotion of the CAC they might be able to help with.

11. Declaration of Adjournment: There being no further business to be transacted, meeting adjourned at 5:50 pm.

Chairperson Erika Kolenich